

Chairperson Roberts called the regular meeting to order at 6:30 p.m. Five commissioners were present. Absent were Commissioner Oelke with notice and Commissioner Dearmin without prior notice. Glen Black, Director of Community Development and James Shoopman, City Planner also attended.

### Changes to the Agenda

There were none

### Minutes

Chairperson Roberts stated 2 corrections: page 5, 3<sup>rd</sup> paragraph from the bottom; the word “to” should be inserted between donated and the City of Delta, page 6, 5<sup>th</sup> paragraph from the bottom; replace will with willing. Commissioner Raley motioned to accept the minutes as submitted by the City Clerk with changes mentioned from the last Planning Commission Regular Meeting that was held on August 4<sup>th</sup>, 2008. Commissioner Jahn seconded the motion. All were in favor and the motion carried.

### Citizen Comments

There were none.

### Lund Minor Subdivision (lot split) ~ located at 1552 G96 Road

Chairperson Roberts requested staff's report and recommendations.

The following was presented by James Shoopman, City Planner:

#### ***Request***

*The applicant is requesting that Planning Commission recommend approval of the Lund Minor Subdivision, which proposes to subdivide approximately .8 acres into 2 lots.*

*Normally, lot splits are approved administratively, unless the property being subdivided is not part of a previously recorded subdivision.*

*The property's zone district is currently R-1A which is intended “to provide quiet, low density development for single family residences, site built or factory built homes”.*

#### ***Required Improvements, Dedications, and Minimum Design Standards***

*The following need to be addressed and/or corrected as conditions of approval:*

- 1. Corrections need to be made to the plat as redlined and according to staff comments. Once corrected, the applicant will need to provide 2 mylar sets of signed plats.*
- 2. The development must comply with all City of Delta requirements and other regulatory/permitting agency requirements.*
- 3. Final plat approval shall expire 90 days from the date of such approval.*

#### ***Staff Recommendations***

*Staff review has found the plat to substantially comply with the minor subdivision requirements of 16.04.090. Staff recommends **approval** of the Lund Minor Subdivision contingent upon satisfaction of the above items.*

**Lund Minor Subdivision (lot split) ~ located at 1552 G96 Road continued...*****Example Motion***

*I move that Planning Commission recommend **approval/disapproval** of the Lund Minor Subdivision **contingent** upon the following:*

- 1. Staff recommendations as outlined in this report.*
- 2. Planning Commission recommendations (if any).*

Chairperson Roberts requested the applicant's presentation.

Craig Lund, 1552 G 96 Lane, stated that he had no comment.

Chairperson Roberts requested public comment. There were none.

Commissioner Jahn motioned to recommend approval of the Lund Minor Subdivision (lot split) contingent upon staff's recommendations as outlined in this report. Commissioner Raley seconded the motion. All were in favor and the motion carried.

**Mountain Valley Medical Park Subdivision Sketch Plan ~ located at 3<sup>rd</sup> Street east of the cemetery**

Chairperson Roberts requested staff's report and recommendations.

The following was presented by James Shoopman, City Planner:

***Request***

*The applicant is requesting that Planning Commission approve the Mountain Valley Medical Park Sketch Plan, which proposes to subdivide approximately 10 acres into approximately 13 lots.*

*The property to be subdivided consists of 6.7 acres owned by John Knutson and 3.3 acres owned by TDS. Road improvements are proposed through the parcel owned by Delta County Memorial Hospital.*

*The property's zone district is MR, which provides for a mixture of medically oriented activities, clinics, pharmacies, and hospitals along with residences.*

***Discussion***

*The following will need to be addressed and/or corrected at preliminary plan submittal:*

- 1. A separate plat reflecting road & easement dedications of the Delta County Memorial Hospital parcel will be required*
- 2. Since the proposed Mountain Valley St is longer than 1500' between intersections, City Code requires it to be designed as a collector street with a width of 60'*
- 3. Street accesses to lots should be combined/shared*
- 4. Each lot will need to be designed for onsite circulation, truck loading, and turnaround so that vehicles do not maneuver or stage within City streets*
- 5. The proposed retention pond appears to be within a sloped area and may need to be dammed. Complete design and all applicable state & federal permits shall be included in the Preliminary Plat submittal.*
- 6. Irrigation ditches must be piped*
- 7. Outlots A & B will need to be landscaped.*
- 8. Staff recommends that the developer install a split rail white vinyl fence (to match the cemetery fence) along the parcel boundary adjacent to the cemetery (MC 16.04.070.M.2)*
- 9. Staff recommends that the developer continue the proposed trail north and east to the existing drive lanes within the cemetery*

**Mountain Valley Medical Park Subdivision Sketch Plan ~ located at 3<sup>rd</sup> St. east of the cemetery continued*****Discussion continued...***

10. *Staff recommends that perimeter fencing and/or landscaping be designed to buffer and compliment surrounding uses*
11. *The developer will need to work with the Army Corp of Engineers regarding wetlands areas*
12. *The developer will need to provide legal agreements to construct and subdivide parcels as proposed (ie TDS, Delta County Memorial Hospital)*
13. *Revised plans shall reflect comments and redlines as requested by City Staff*
14. *The preliminary plat submittal shall include all required studies, plans, profiles, and permits as outlined in Section 16.04 of the City Code and as required by the Standards & Specifications Manual.*
15. *Permits required from other local, state, and federal agencies, such as sewer lift station, storm water discharge, and highway access & utility permits shall be included in the Preliminary Plat submittal.*
16. *The development must comply with all City of Delta requirements and other regulatory/permitting agency requirements*
17. *Sketch Plan approval shall expire 1 year from the date of such approval*

***Staff Recommendations***

*This submittal appears to substantially comply with the sketch plan requirements of 16.04.050 (C). The issues listed above (minimum design standards) will need to be resolved during the preliminary process. Staff recommends **approval** of the Mountain Valley Medical Park sketch plan upon the following conditions:*

1. *Satisfaction of the above items*
2. *Planning Commission recommendations (if any)*

***Example Motion***

*I move that Planning Commission **approve/deny** the Mountain Valley Medical Park sketch plan **contingent** upon the following:*

1. *Staff recommendations as outlined in this report.*
2. *Planning Commission recommendations (if any).*

Chairperson Roberts requested the applicant's presentation.

John Knutson, 22411 T Road, Cedaredge stated that the road within the development will be longer than 1500 feet and could be classified as a collector street which would allow on street parking. He proposed 2 inch trees verses a white vinyl fence to serve as the buffer between the cemetery and his development.

There was discussion of the trail proposed trail & staff's recommendation to connect it east to the drive isles within the cemetery. Mr. Knutson stated that he is willing to comply with all landscaping requirements.

Commissioner Bell asked about the landscaping plans for out lot D. There was discussion upon items: 3, 4, 8, 9 and 10 as outlined in staff's report.

Chairperson Roberts requested clarification on acceleration and deceleration lanes. Staff reminded that a traffic study is not due until the preliminary plat is submitted.

Commissioner Raley agreed with the applicant's proposal to provide trees in place of a vinyl split rail fence. There was more discussion on trail, landscaping, and fencing details.

**Mountain Valley Medical Park Subdivision Sketch Plan ~ located at 3<sup>rd</sup> St. east of the cemetery continued**

Building Materials were further discussed in relation to architectural aesthetics of the development. Mr. Knutson mentioned that everyone within the medical park will have to comply with certain colors and materials as stated in the covenants. He stated that the development is planned to have only one phase.

Chairperson Roberts requested public comment. There were none.

Commissioner Raley motioned to approve the sketch plan for the Mountain Valley Subdivision contingent upon: staff's recommendations and Planning Commission's recommendation of deleting items 8 and 9 as outlined in staff's report. Commissioner Jahn seconded the motion. All were in favor and the motion carried. Commissioner Bell and Jahn mentioned they were pleased to see this development reapply.

**North Delta Town Center Sketch Plan ~ PUD ~ located at 1475 Highway 50**

Chairperson Roberts requested staff's report and recommendations.

The following was presented by James Shoopman, City Planner.

***Request:***

*The applicant is requesting approval of the North Delta Town Center PUD sketch plan, which proposes to subdivide 17.2 acres at 1475 Hwy 50 into 11 lots for commercial development (see applicant narrative).*

*The property is zoned B-3 which allows various commercial uses.*

*Approximately 3.5 acres of open space, common area, and retention area is proposed, which is 20% of the site area being developed.*

***Discussion***

*The following will need to be addressed and/or corrected at preliminary plan submittal:*

- 1. The phasing plan will need to be designed so that all proposed lots or units meet City design standards and infrastructure requirements.*
- 2. Vista Del Monte needs to be designed as a collector street with a 60' width.*
- 3. The developer shall install sidewalk along Hwy 50 and the south boundary of the parcel and connect to existing sidewalk to the east.*
- 4. The developer will need approval from adjacent property owners for offsite street dedication.*
- 5. Dead-end streets need to end with a temporary turn-around or cul-de-sac.*
- 6. Each lot/site needs adequate commercial truck circulation.*
- 7. All sites must show trash enclosures designed to accommodate various trash vehicle pick-up abilities*
- 8. Revised plans shall reflect comments and redlines as requested by City Staff*
- 9. The preliminary plat submittal shall include all required studies, plans, profiles, and permits as outlined in Section 16.04 of the City Code and as required by the Standards & Specifications Manual.*
- 10. As outlined by the PUD and highway corridor standards of the City Code and to establish community character, plans for proposed signs, building elevations, conditions, covenants, & restrictions (CC&R's), etc shall be included in the Preliminary Plat submittal.*
- 11. Permits required from other local, state, and federal agencies, such as sewer lift station, storm water discharge, and highway access and utility permits shall be included in the Preliminary Plat submittal.*
- 12. The development must comply with all City of Delta requirements and other regulatory/permitting agency requirements*

13. *Sketch Plan approval shall expire 1 year from the date of such approval*

**North Delta Town Center Sketch Plan ~ PUD ~ located at 1475 Highway 50 continued...**

***Staff Recommendations***

*This submittal appears to substantially comply with the sketch plan requirements of 16.04.050 (C).*

***Staff Recommendations continued...***

*Staff recommends **approval** of the North Delta Town Center PUD sketch plan upon the following conditions:*

- 1. Satisfaction of the above items*
- 2. Planning Commission recommendations (if any)*

***Example Motion***

*I move that Planning Commission **approve/disapprove** the North Delta Town Center PUD sketch plan; **contingent** upon the following:*

- 1. Staff recommendations as outlined in this report*
- 2. Planning Commission recommendations (if any)*

There was clarification on the location of trash receptacles.

Chairperson Roberts requested the applicant's presentation.

Matt Brezonick, Jehn Engineering, 326 Main St., clarified that the property to the north of this development has the same owner but is not included in this application. He reviewed staff's items for discussion and summarized their status in addressing these issues.

There was discussion about the need for a traffic light at the proposed 1475 Road and Highway 50 intersection.

Commissioner Bell suggested the applicant consider rezoning this parcel to B-2 zoning in order to comply with Future Land Use Map of the Updated 2008 Comprehensive Plan.

Mr. Brezonick replied that the owner of the project is not interested in changing the zoning to B-2 because the owner intends to retain the uses that are allowed within the B-3 zone district.

Fire truck access was discussed in relation to the minimum standards and specifications requirements.

Chairperson Roberts stated that boundaries should be defined with landscaping to separate uses from adjacent properties.

Commissioner Raley requested clarification of the frontage road that is proposed to be parallel with Highway 50 in the future Master Street plan. The continuance of I Road was discussed in relation to the development of this project.

Commissioner Jahn motioned to approve the sketch plan for the North Delta Town Center Sketch Plan PUD contingent upon staff recommendations and reconsideration of large truck circulation in relation to lots 8, 9, and 10. Commissioner Raley seconded the motion. All were in favor and the motion carried.

**Comprehensive Plan**

Staff assured the Planning Commission that they would oversee that all corrections mentioned will be revised in order to achieve a polished product before the final printing.

**Comprehensive Plan continued...**

Commissioner Bell motioned that the Planning Commission approve moving the 2008 Comprehensive Plan Update as developed to City Council for consideration and public hearing contingent on all revisions in process, including formatting, and that City Council hold public hearing at their earliest convenience, and upon adoption would utilize the plan as part of an overall planning effort for development of objectives by Council toward staff for implementation of the plan concept. Commissioner Jahn seconded the motion. All were in favor and the motion carried.

**Staff Comments**

Staff thanked the Steering Committee for all of their volunteer hours that had been so graciously dedicated towards achieving a well polished, documented plan.

Commissioner Bell commented that he would like to see more frequent reviews of the Comprehensive Plan and would like to see it be used as a working document.

Mr. Shoopman asked about the draft letter presented to Planning Commission.

Commissioner Jahn gave notice of absence from the upcoming October Meeting. Chairperson Roberts gave notice of absence from the upcoming November Meeting.

Meeting adjourned at 8:34pm

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Lee A. Barber, Executive Secretary